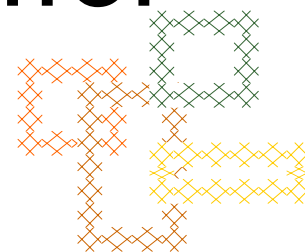


CHRO Newsletter

Civilian Human Resources Office



Happy Thanksgiving Day

Don't miss it!!

- Training Announcements

See the back page

INSIDE

Priority Placement Program	2
Retirement (US)	3
Sick Leave (US)	4
Guidance on MLC/IHA Leave	
PRE (MLC/IHA)	5
On-Line Training (JN Classification)	
ADR	6-7
The Basis of Discrimination	7

Priority Placement Programs

Story by US Employment/Classification Section,

The Civilian Human Resources Office provides assistance and guidance for employees who may be eligible to register in one of several priority placement programs which have been established by the Department of Defense. The DoD established these programs to provide placement assistance to its civilian workforce and provide workforce stability. While there are several programs described in the DoD Priority Placement Program Manual, only three of these programs are used at Camp S.D. Butler: Military Spouse Program (Program S), and the program for Nondisplaced Overseas Employees and their family members (both under Program A).

These programs are unique to Department of Defense appropriated funds positions, and do not include positions that are in the excepted service, nonappropriated funds positions, or temporary positions. Employees with known conduct or performance issues are not eligible to register for PPP.

Military Spouse Program

The most well-known program at most military bases is the Military Spouse Program (MSP), also known as Program

S. This program was authorized by Title 10, United States Code, section 1784, Employment Opportunities For Military Spouses and Executive Order (E.O.) 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments." Program S applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard. PCS moves in conjunction with retirement or separation are not qualifying for registration in Program S.

To be eligible for Program S, the spouse must accompany a military sponsor who is being reassigned on PCS orders. Reassignment of a military member on an unaccompanied tour by PCS with orders specifying the sequential assignment may also be considered a qualifying PCS move, except when the sequential assignment is in the same commuting area from which the sponsor was reassigned. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor's

unaccompanied tour.

Additionally, the marriage must have occurred prior to the reporting date and the spouse must meet all applicable pre-employment criteria. The spouse must also be immediately appointable according to the criteria in the Manual. The spouse must furnish copies of their sponsor's PCS orders, a current resume or application, their most recent performance appraisal, and documentation to support eligibility under E.O. 12721.

Eligibility for Program S terminates when a spouse accepts or declines a continuing position (not temporary or term), including a position in NAF or a military exchange service, whether or not preference was requested; when a spouse refuses to participate in the recruitment process by failing to interview for a position or answer KSAs, or when the spouse loses their status due to divorce, death of sponsor or the sponsor's separation or retirement from active duty. Program S registration automatically terminates 12 months after initial registration or the last extension. Spouses whose registrations are automatically terminated may re-register if still otherwise eligible.

Priority Placement Programs

Story by US Employment/Classification Section

Employees Returning From Overseas Appointments

Civilian employees who are completing their overseas tours may be eligible for registration in Program A as nondisplaced employees. These employees are not at risk of losing their jobs, therefore they are considered "nondisplaced."

To register as a nondisplaced overseas returnee, an employee must be employed in his/her own right and not as a family member whose employment is contingent upon that of the sponsor; be successfully completing an overseas tour; or the equivalent of a tour when locally recruited in the foreign area or under no obligation to return to the U.S., provided that return transportation is authorized; and be on a career, career-conditional, or permanent excepted service appointment.

Eligibility and time of registration varies based on the length of the overseas tour, any authorized extensions and the registrant's proximity to the 5-year limitation. Other factors that impact registration include return rights considerations and the terms of the rotation agreement between the employee and the agency.

Nondisplaced overseas employees are authorized to register for the area from which they were recruited (if recruited from the U.S.), or in the U.S. area in which the employee last resided preceding overseas service, or an area closer to the overseas activity.

Eligibility for registration terminates based upon one of the following scenarios:

- ◆ Employees with return rights to a lower grade remain registered until they are placed, decline a valid offer, renew their agreement, are within 30 days of

departure from the overseas area to exercise return rights, or until they are directed to return, whichever occurs first.

- ◆ Employees without return rights who are completing an overseas tour may remain registered until they are placed, decline a valid offer, renew their agreement, or until directed to return, whichever occurs first.
- ◆ An employee who is not obligated to return to the U.S., i.e. without return rights, and who declines a valid offer is ineligible to re-register for 12 months unless subsequently affected by RIF, transfer of function, or management-directed reassignment. A second declination results in ineligibility for further registration.

Family Members Of Civilians Returning From Overseas

Family members of nondisplaced employees may also be eligible to register for Program A once their sponsor accepts a job offer. To be eligible for registration, the employee must be in one of the following categories:

- ◆ Current career, career-conditional, or excepted service (includes VRA and special appointing authorities for the disabled) employees serving in Alaska, Hawaii, or outside the U.S.
- ◆ Family members with personal competitive status whose overseas employment ended not earlier than 90 days before the sponsor's scheduled return to the U.S.
- ◆ Family members with no personal competitive status who are employed

in appropriated fund positions under local hire appointments,

- ◆ Family members who were employed during the sponsor's current overseas tour within 90 days before their return to the U.S., provided they are eligible under E.O. 12721. Family members who become their own sponsor or are subject to an overseas employment rotation agreement have registration eligibility in their own right

Registration for otherwise eligible family members is authorized when the sponsor is notified of another permanent duty assignment in the U.S. or assignment to another overseas location where family members are not permitted; is being involuntarily separated from the overseas post of duty through no fault of his/her own; is retiring or being otherwise separated; or is being evacuated from overseas.

The area of referral is limited to the commuting area of the sponsor's new assignment, the sponsor's retirement or other authorized destination, or, if the sponsor is being placed on an unaccompanied tour, the family member's place of actual residence.

Family member employees may remain in the program until they are placed or decline a valid offer, or for one year from the date of registration, whichever occurs first.

More information about the DoD priority placement program is available by contacting a Staffing Specialist in CHRO, or at this web site: <http://dayton.cpms.osd.mil/public/manindex.cfm>.

Will All Of Your Service Be Creditable Towards Retirement?

Story by U.S. Employee & Labor Relations/Benefits Section

Will all of your service be creditable towards retirement? The quick answer is – it depends. The critical factors are your retirement coverage, the type of service, and when the service was performed. Spend some time to assure that you are aware of service time that may not be creditable if you don't pay a deposit. This is not something you want to find out right before you retire!

The three types of service credit deposits are:

- ◆ Deposit for temporary service (non-deduction or non-covered)
- ◆ Redeposit of refunded CSRS contributions
- ◆ Deposit for post-1956 active duty military service

Paying a deposit or redeposit is a personal choice – payment is not mandatory. However, you should be aware of the impact – your annuity may be permanently reduced, or in some cases you may not receive credit for the service at all. If you do not receive credit for retirement eligibility purposes, you may not be able to retire on the date you have planned.

CSRS & CSRS Offset employees need to know:

- ✓ Military service performed **after 9-30-82** will not be creditable unless deposit is paid
- ✓ Refunded service **10-1-90 and after** creditable only for eligibility purposes if not paid
- ✓ Temporary service **on or after 10-1-82** you must pay deposit to receive credit for annuity computation

FERS Employees:

- ✓ For military service to be creditable, you **must** pay a deposit
- ✓ If you have received a **refund of FERS contributions** for retirement, this service is **not** creditable
- ✓ Any Temporary service **on or after 1-1-89** is not creditable towards retirement at all. You cannot make a deposit to receive credit for this type of service
- ✓ For deposit service **prior** to 1-1-89 to be creditable, you **must** pay a deposit

FERS Transferees need to know:

In addition to FERS list above, if you received a refund of CSRS contributions prior to electing FERS, and you do not have 5 years of CSRS creditable service, you must pay a redeposit for service credit

The key to understanding service credit for your individual situation is to consult with a Civilian Benefits Center (CBC) Retirement Specialist. Have this conversation as early in your career as possible. A Specialist can provide you with the information necessary to make an informed decision.

Once you have decided to pay the deposit, go to the CBIC website listed below to access application form(s) and process information. If you have any problem in accessing the website, please contact The Benefits Line for assistance.

We're Here to Help!

Retirement Resources available are:

Website - Civilian Benefits Information Center (CBIC) at <https://www.civilianbenefits.hroc.navy.mil>.

Click on "I Want to Retire", then either Military Service Deposits or Civilian Deposits or Re-deposits

Call Center - The Benefits Line at **1-888-320-2917**. Customer Service Representatives are available to assist you from 7:30 am to 7:30pm, Eastern Time, Monday through Friday (except Federal holidays).

Change in Sick Leave Balance Requirement For Use Of Sick Leave For Family Care/Bereavement

(Effective September 18, 2006)

Story by U.S. Employee & Labor Relations/Benefits Section

The Office of Personnel Management (OPM) recently issued final regulations concerning the use of sick leave to provide care for a family member or to make arrangements for or attend the funeral of a family member. The final regulations were issued to standardize and simplify leave programs and policies to support consolidating agency human resources and payroll systems and to continue OPM's efforts to provide timely guidance on leave flexibilities available to employees in the event of a pandemic health crisis. The final regulations are available on OPM's Web site at <http://www.opm.gov/fedregis/>.

The final regulations remove the requirement for an employee to maintain a minimum sick leave balance (e.g., 80 hours) in order to use the maximum amount of sick leave available for family care and bereavement (up to 13 days for general medical care of a family member or bereavement or up to 12 weeks for a serious health condition of a family member). The new rule will assist

employees who may be required to care for a family member in the event of a pandemic influenza. In addition, the final regulations clarify that an agency may advance an employee up to 30 days of sick leave for a serious disability or ailment of the employee or a family member or for purposes related to the adoption of a child. Finally, the regulations establish a standardized time period of 15 calendar days within which an employee must provide administratively acceptable evidence as to the reason for his or her use of sick leave.

OPM has updated the fact sheets on leave programs and policies and *Frequently Asked Questions on Leave Policy* to reflect the new rules. The fact sheets are available at <http://www.opm.gov/oca/leave/HTML/factindx.asp>. The questions and answers are available at <http://www.opm.gov/oca/leave/HTML/LVQAIND.asp>.

Guidance on MLC/IHA Leave

Story by JN Employee/Labor Relations Unit

It's almost end of the year and MLC/IHA year-end holidays start from 29 December; supervisors are advised that permanent MLC/IHA employees' annual leave must be taken by the end of December. Annual leave carry-over will be authorized only if leave request has been denied due to operational necessity. Supervisors will forward a list of employees with number of hours being rescheduled and the rescheduled leave dates to the payroll office. When annual leave is permitted to be carried over to the next year, every effort should be made to eliminate such

leave as soon as possible. Carried over leave should be used by the end of March, otherwise remaining leave will be forfeited.

There have been increasing numbers of inquiries concerning leave usage such as employee's annual leave or summer leave can be taken in conjunction with sick leave. It is not acceptable to do so unless the employee returns to duty or submits a doctor's note certifying employee's recovery from the illness/injury. In the worst case, the employee's annual leave/summer leave would be canceled and

charged with sick leave and the time sheet needs to be rectified, causing administrative burden on the organization.

For further information, please contact JN Employee/Labor Relations Unit at 645-3921/3364.



PRE

Post-Retirement Employment

Story by JN Employment Unit

1 Effective 15 September 2006, modifications were made on the Post-Retirement Employment system. Employees who have reached their mandatory retirement age (60) and employees who are currently employed as Post-Retirement Employees (PREs) may be re-hired as PREs for a period not to exceed one year until they reach the corresponding age shown below up to 65 provided that they meet the selection criteria set forth below.

Period	Age
1 Apr 2006 through 31 Mar 2007	62
1 Apr 2007 through 31 Mar 2010	63
1 Apr 2010 through 31 Mar 2013	64
On or after 1 Apr 2013	65

3 Employees who desire to be rehired must submit a written request to the CHRO no later than 180 days prior to the termination of their employment. The CHRO will notify the employees selected for re-employment at least 60 days prior to the date of re-employment.

*** GLOSSARY ***

MLC (Master Labor contract)
IHA (Indirect Hire Agreement)
DFAB (Defense Facilities Administration Bureau)
IAA (The Incorporated Administrative Agency)
LMO (Labor Management Organization)
GOJ (Government of Japan)

2 Managers will use the following selection criteria when considering those employees who wish to be re-hired. Employees will be re-employed, if management concludes that all three criteria listed below are met:

1. Willingness and Motivation to Work.

Employees who have a desire and motivation to work.

2. Mental and Physical Health Condition

Employees who demonstrate through continued productivity and medical examination an overall health fitness for duty. Competency, Education and Experience.

3. Competency, Education and Experience

Employees who continue to complete assignments at an acceptable level of performance; and who continue to meet mission, education, proficiency, and/or licensing requirements.

For more information, contact the JN Employment Unit at 645-3370.

On-Line Training on MLC/IHA

Story by JN Classification Unit

Recently we posted on-line training on classification of positions under Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) on our website (MCB Butler intranet only). The training is designed to provide basic information regarding

- 1) classification principle,
- 2) mechanism of classification system,
- 3) classification procedures,
- 4) required documentations,
- 5) how to prepare Position Description (PD) and other forms
- 6) implementation of classification results.

This is NOT a mandatory training for supervisors and managers who are responsible for (re)writing PDs of their subordinate MLC/IHA employees. However, it will

be helpful to familiarize with the classification system and the basic rules of writing PD before considering establishing new MLC/IHA positions or updating the current PDs.

To check out the on-line training, please visit the CHRO website (<https://www1.mcbbutler.usmc.mil/chro/>), go to "JN Labor Section" and click on "JN Classification Training." For customers who do not have an access to MCB Butler intranet, please contact a local Human Resources Office or JN Classification Unit at 645-5407.



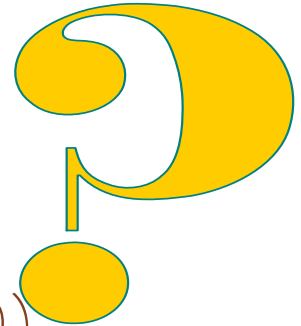
ADR

Alternate Dispute Resolution

Story by Workforce Development & Diversity Section

Alternate Dispute Resolution (ADR) is a concept that offers various methods to resolve issues and settle complaints. ADR offers parties an opportunity for early and informal resolution of disputes in a manner satisfactory to all. It costs less and uses fewer resources than administrative and adjudicative processes. ADR is used to help define and clarify issues, start a dialog between the parties and keep them talking, help clarify the choices and devise reasonable alternatives, and facilitate cooperation between employees and management.

The ADR method used by MCBJ Butler EEO Office is Mediation.



Frequently Asked Questions (FAQ)

Q: What is Mediation?

Mediation is a voluntary and confidential process where a neutral third party (mediator) helps employees come together to talk and decide how to end dispute. The mediators do not take sides or make decisions for the parties. The mediators enable and empower the parties to reach an agreement that will work for them.

Q: How does the mediation program work?

Before the mediation starts, the mediator will review the terms of your signed Agreement to mediate. By signing the Agreement, both parties agree the mediation is confidential, in good faith, and you agree to comply with the rules governing the session. At the mediation, both parties are given an opportunity to express their points of view in a comfortable environment. In most cases, the parties and the mediators will be in the same room, at least for some of the time.

Q: Where/when will the mediation occur and how long is the session?

The ADR Manager or Mediator will contact you to schedule a time and location for the mediation. Sessions may take from three to six hours. Additional sessions may be scheduled if you are unable to resolve the dispute in one session and are making progress toward an agreement. Depending on the time of the session, we encourage parties to have a healthy breakfast or lunch. Mediations are normally held outside the activity where the parties are employed.

Q: What if I don't want to settle in mediation?

That is your choice. The mediator(s) will not tell you what to do. If you and the other party are unable to reach a mutual agreement during mediation, you may pursue your dispute in other available forums, keeping in mind the statutory timeframes for pursuing EEO complaints and grievances.

Q: What if the other party doesn't want to mediate?

We will explain the advantages of mediation to the other party. We will do our best to encourage (but not force) the other party to agree to participate. However, it is a voluntary process and we cannot require a person to mediate.

Q: What are the advantages of mediation?

Mediation gives you and the other party the change to resolve the dispute yourselves. Most people are satisfied with resolutions that they develop themselves than with something that is decided for them. You can also resolve your concerns in mediation in much less time than it would take to pursue a complaint or grievance using the regular statutory processes.

Q: Should I bring an attorney?

Usually, only the disputing parties and the mediator are present at the mediation session. If you would like your attorney or representative to attend this is something that must be discussed and worked out prior to the mediation.

Q: What happens if we do not reach a mutually acceptable agreement?

You may pursue your dispute through other forums. You will not be penalized for participating in mediation or for failing to reach an agreement. You must remember, however, mediation does not waive the statutory timeframes for filing a discrimination complaint or grievance.

Q: What happens if we reach an agreement?

A settlement agreement is prepared, signed and executed by both parties, who may also enforce the agreement. The agreement is forwarded to the ADR Program Manager and to the forum from which the dispute arose (i.e. EEO, ER). Each party also retains a copy of the agreement.

ADR Mediation Process

While conflict is a normal part of our daily lives, it can often be an uncomfortable experience, especially when it involves the workplace. When you find yourself in a dispute with a fellow employee, manager, or other colleague, mediation can help you resolve issues in a private, confidential and timely manner. The mediation process is an informal one that uses a neutral third party known as a mediator to facilitate resolution of the dispute. The mediator has no power to make a decision or force one on any party; instead, the mediator works with all parties to reach a voluntary agreement of their own making.

The process usually begins with a joint session. During the first meeting, the mediator will explain the process and how it works, and will answer any questions the parties may have. After each party has had a chance to tell his or her side of the story, the mediator may ask questions to clarify or elaborate on a particular topic. After the first joint session, the mediator may meet with each party separately (caucus) to discuss the issues in greater detail and to gain a better

sense of how the parties would like the issue resolved.

The mediation process may then continue with a series of separate meetings, or the mediator may decide to continue meeting with the parties jointly. During these joint and private meetings, the mediator will explore with the parties various options for resolving the dispute. The mediator can act in any number of roles, i.e., communicator, translator, agent of reality, etc. The **goal** of mediation is to reach a mutually agreeable resolution.

Mediation is **confidential**. The mediator will keep all information confidential. The mediator will not willingly be a witness in a court of law or an administrative process. No written record will be made of the mediation process.

Secondly, mediation is **quick**. A mediation settlement takes much less time to achieve than the more timely (and costly) process of litigation.

Finally, you do not give up any of your rights to pursue the matter formally. While mediation is designed to be an informal settlement process, it is en-

tirely **voluntary**. The parties or the mediator can end the mediation any time.

To assist in choosing whether or not Mediation is an appropriate ADR process for your dispute, you should consider the following:

- The case involves continuing relationships.
- The parties want it settled confidentially and informally.
- The parties indicate they would like to have a say in shaping an agreement.

Remember, the mediation process is completely voluntary. Any party can end the proceedings any time and the disputant or complainant may continue to pursue the appropriate EEO or administrative process. Parties should represent themselves and can be accompanied by their representative.

For information on ADR contact USMC Camp S.D. Butler, Workforce Development & Diversity / EEO Office (ADR program manager) at 645-7689.

Know the Basis of Discrimination

Equal Pay Act (EPA) of 1963:	Age Discrimination in Employment Act (ADEA) of 1967:
The EPA protects women and men who perform substantially equal work in the same working environment from sex based wage discrimination.	The ADEA prohibits employment discrimination of individuals who are 40 years of age or older.
Title VII of the Civil Rights Act of 1964:	Rehabilitation Act of 1973:
Title VII prohibits employment discrimination based on race, color, religion, sex, or national origin.	The Rehabilitation Act prohibits discrimination against individuals with disabilities working in the <u>federal</u> government. .
Americans with Disabilities (ADA) Act:	Civil Rights Act (CRA) of 1991:
The ADA prohibits employment discrimination against qualified individuals with disabilities in the private sector, state government, or local government.	The CRA of 1991 provides that a complaining party may recover compensatory damages in case of intentional employment discrimination.

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@usmc.mil

WE'RE ON THE WEB!
WWW.MCBBUTLER.USMC.MIL

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**

EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**

JN Classification: **645-5407**

JN Employee/Labor Relations:
645-3364/3921

IWAKUNI Satellite Office

U.S. Section: **253-6828**

JN Section: **253-5691**



Interactive
Customer
Evaluation

We value your comments!

Please fill in our comment card:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=10740&site_id=105&service_category_id=33

TRAINING COURSES

COMING UP

NOVEMBER

- ◆ EEO PRACTITIONER'S COURSE— 1-3 Nov
- ◆ EEO FOR SUPERVISORS COURSE— 6-7 Nov
- ◆ LAD (Language Allowance Degree) Test — 7 Nov
- ◆ MLC/IHA BRIEF — 8 Nov
- ◆ JN 7 HABITS OF HIGHLY EFFECTIVE PEOPLE —28-30 Nov

DECEMBER

- ◆ DEOMI EEO MEDIATION COURSE — 4-8 Dec
- ◆ DEOMI SPECIAL EMPHASIS PROGRAM MANAGER COURSE — 11-15 Dec
- ◆ LAD (Language Allowance Degree) Test — 11 Dec
- ◆ NEO (New Employee Orientation) —14 Dec

JANUARY 2007

- ◆ PRE-RETIREMENT SEMINAR
- ◆ HUMAN RESOURCES MANAGEMENT
- ◆ LAD (Language Allowance Degree) Test — 11 Dec
- ◆ JN POSH (Prevention Of Sexual Harassment)



Training announcements on the Web:

<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

CHRO UPDATE

Farewell & Best Wishes

- ✓ Jun Shimabukuro, USER/Benefits Sec, transferred to the Safety Office, 31 Oct 06
- ✓ Miyuki Nakaoshi, U.S Empl Sec., will PCS, Dec 06
- ✓ Kazuyo Ishikawa, JNER Sec, will retire. 31 Dec 06
- ✓ Ramee Marbut, U.S. Empl Sec., will PCS, Jan 07

Welcome!

- ✓ Ms. Elsie Carter, HR Assistant, 16 Oct 06
- ✓ Ms. Eleanor Cheeks, Chief USER, 14 Sep 06
- ✓ Mr. Bill Shea, USER, 7 Sep 06